

ANNEX U REPORTING SYSTEMS

I. SITUATION AND ASSUMPTIONS

- A. Reports are periodically required when a major disaster has occurred, or when a significant change justifies intermediate reporting during the emergency and recovery operations.
- B. Reports concerning nuclear war preparations or response will be submitted in compliance with the Civil Defense Emergency Operations Reporting Systems CPG 2-10/1 through CPG 2-10/8.
- C. Reports and request from the counties will flow through the following system:
 - 1. Counties to KyEM Area Offices
 - 2. KyEM Area Office to State EOC
 - 3. State EOC to State Cabinets, Departments, Offices and Agencies
 - 4. State EOC to FEMA Region IV
 - 5. State EOC to neighboring states
- D. Information and request to the counties will flow through the following system.
 - 1. US DHS to State EOC and Kentucky OHS Fusion Center
 - 2. FEMA Region IV to State KyEM Office
 - 3. State EOC to KyEM Area Office
 - 4. KyEM Area Office to Counties
- E. All reports and requests for assistance to other states will originate in the State EOC.
- F. Collection and dissemination of reports will be done by teletype message, electronic mail, packet radio or facsimile whenever possible. Special reports may be made by voice radio and phone.
- G. Hazardous Materials Reporting will be accomplished in accordance with Annex Q to the State EOP.
- H. Damage estimates and recovery reports will be done in accordance with Annex V.

II. MISSION

Collect, evaluate and disseminate factual reports of existing conditions to enable officials at the Federal, state and local levels to provide assistance to those areas most in need of help.

III. DIRECTION AND CONTROL

KyEM is responsible for ensuring that all reports are made on time and forwarded to the proper agencies.

IV. CONCEPT OF OPERATIONS

A. Natural, Technological Incidents

1. Procedures

- a. Local reports will be made in conformity with Recovery Guidance found in Annex V.
- b. State Reports
 - 1) Initial Damage Assessment Reports will be submitted by KyEM to FEMA at the earliest opportunity following receipt in the KyEM EOC.
 - 2) Follow-up reports will be submitted by KyEM as may be required, either as a result of a major change in the situation or as required by the Federal agencies.
 - 3) Other reports which may be required to finalize any disaster situation are contained in the KyEM Administrative Plan.

B. War

1. Increased Readiness Levels initiated by KyEM based on information furnished by FEMA and other sources. The required actions are explained in Annex D of this plan.
2. Appendix U-1 lists those reports that must be submitted by state agencies to KyEM at the EOC. These reports will reflect existing statewide conditions.
3. State agency reports will be made daily to KyEM by 1700 Eastern time.
4. KyEM will forward reports to FEMA Region IV and disseminate local reports to state agencies daily by 1800 Eastern time.
5. Reporting Procedure

a. Pre-Attack (Increased Readiness) Reports

- 1) Daily summary reports will be initiated during an increased readiness period and will be continued until the situation ends, or when so ordered by KyEM. Daily summary reports of increased readiness actions accomplished within the State will be sent daily to FEMA Region IV by 1800 Eastern time. Each county will forward their daily summary report to the KyEM Area Office by 1600 Eastern time. The area office will consolidate and pass this information to the state EOC by 1700 Eastern Time. All local reports will reflect the condition at 1600 Eastern Time.
- 2) These reports will include:
 - a) Status of local and state agency activities within the county;
 - b) Actions by local jurisdictions to advise and guide the public;
 - c) Actions taken to increase the protection of the population; and testing alert procedures and communications facilities;
 - d) Local economic factors affecting preparations by the county for pre- and post-attack operations.

b. Attack Reports

During the attack phase, if communications permit, situation reports will be made to the State EOC. The State EOC will distribute these reports to other state, federal and local agencies.

c. Shelter Emergence and Immediate Recovery Reports.

Daily summary reports should be made as conditions within the county allow surveys to be made. These reports will reflect the status as of 1600 Eastern Time.

C. These reports will be used to support allocation of resources to affected areas and as the basis for news releases done under Annex E "Public Information".

D. The absence of reports from a locality must not be used as an assumption that all is well. Contact must be made with all counties to insure that they have no problems.

V. ADMINISTRATIVE SUPPORT

A. Each agency will prepare its own report.

- B. Augmentation and Training of emergency organizations will be carried out as set forth in CPG 1-7 "Guide for Increasing Local Government Civil Defense Readiness During Period of International Crisis.

VI. REPORTING FORMS

- A. Initial Damage Assessment Report (DES Form 521), See Tab V-1-1
- B. Individual Assistance Damage Survey Report (KyEM Form 551), See Tab V-1-1
- C. Public Assistance Damage Assessment Report (KyEM Form 501), See Tab V-1-1
- D. Report of Damage Related Expenditures (KyEM Form 508), See Tab V-3-5-1

VII. APPENDICES

U-1 Survival Resources Report

APPENDIX U-1
SURVIVAL RESOURCES

REPORTING ASSIGNMENTS BY SUBJECT AND RESOURCE CATEGORY

<u>Subject and Resource Category</u>	<u>Agency Reporting</u>
1. Composite picture of Resource Categories	KyEM
2. EOC, Shelter, Warning Points	KyEM
3. Housing and Community Facilities	Finance and Administration Cabinet
4. Electric Power, Gas, Solid Fuels, Minerals, Petroleum	Environmental and Public Protection Cabinet (E&PPC)
5. Food Resources (Food, Equipment, Fertilizer, and Facilities)	Dept. of Agriculture
6. Medical Supplies	Health & Family Services Cabinet (H&FSC)
7. Medical Manpower	H&FSC
8. Medical Facilities	H&FSC
9. Water Facilities	E&PPC
10. Welfare	H&FSC Dept. of Social Services
11. Production	Economic Development Cabinet
12. Manpower	H&FSC Dept. of Social Insurance
13. Radiological	KyEM
14. Local Communications Facilities & Service	KyEM
15. Emergency Alert System	KY Broadcasters Association
16. Communications - State of KY	Finance and Administration Cabinet
17. Transportation	Transportation Cabinet
18. Military	Dept. of Military Affairs